

THE NATIONAL ARCHIVES INFORMATION MANAGEMENT ASSESSMENT OF THE MINISTRY OF DEFENCE: FOLLOW UP ACTION PLAN (DECEMBER 2010 SUMMARY, FOR PUBLICATION)

| Serial | Recommendation | Progress | Recommendation No's | Status |
|--------|---|--|------------------------------|--------|
| 1 | Information Management Assurance. MOD to review profile and content of current internal assurance activity. | All action complete. Content of internal assurance activities reviewed for completeness and alignment with other internal assurance activity. Profile raised through dissemination of results on corporate intranet and presentation of results to the MOD's Chief Information Officer. | 2,7,8,9,12,25 | Closed |
| 2 | Risk Management. MOD to review and document key information risks. | All action complete. Defence Information (records) risk captured and reviewed by Defence Board and Departmental Records Officer. | 4,5,10,15 | Closed |
| 3 | Training provision. MOD to confirm provision of sufficient, consistent and effective training and supporting materials. | All action complete. Provision of Information Management training has been assessed and course capacity increased. Requirements for additional training have been identified and are planned to be provided for. All supporting materials have been reviewed and their method of dissemination improved. | 3,11,14,16,17,20,21,22,23,24 | Closed |
| 4 | Supporting technology. MOD to review the requirement for toolsets to support information management activity. | All action complete. Review conducted and required supporting technologies identified scheduled for release. | 13,19,26 | Closed |
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